

AMENDMENT OF SOLICITATION MODIFICATION OF CONTRACT

Contract ID Code

Page 1 of Pages 2

2. Amendment/Modification No. 0002	3. Effective Date Oct 31, 2006	4. Requisition/Purchase Req. No.	5. Project No. (if applicable)
6. Issued By NATIONAL DATA BUOY CENTER RESOURCES BRANCH /W/OPSS3 BUILDING 1100 STENNIS SPACE CENTER, MS 39529-6000 MARILYN CLARK 228 688-2382		7. Administered By (If other than Item 6) SEE BLOCK 6	
8. Name and Address of Contractor (No., Street, County, and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO 10260 CAMPUS POINT DRIVE MAIL STOP G2 SAN DIEGO CA 921211578		<div> <div>(X)</div> <div>9A. Amendment of Solicitation No.</div> </div> <div> <div></div> <div>9B. Date (See Item 11)</div> </div> <div> <div>X</div> <div>10A. Modification of Contract/Order No. QA1330-05-CQ-1035</div> </div> <div> <div></div> <div>10B. Date (See Item 13) May 11, 2005</div> </div>	
Code	Facility Code		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

\$ US 0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. This change order is issued pursuant to: (Specify authority) The changes set forth in item 14 are made in the Contract Order No. in item 10A.
	B. The above numbered Contract/Order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) Set fourth item 14, pursuant to the authority of FAR 43.103 (b)
X	C. This supplemental agreement is entered into pursuant to authority of: Scope is within the terms and conditions by mutual agreement
	D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE ATTACHED PAGE 2 OF 2

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (Type or Print) BONNIE BARNUM CONTRACTS REPRESENTATIVE	16A. Name and title of Contracting Officer (Type or Print) MARILYN CLARK Contracting Officer marilyn.clark@noaa.gov
15B. Contractor/Officer Bonnie Barnum (Signature of person authorized to sign)	16B. United States of America Marilyn Clark (Signature of Contracting Officer)
15C. Date Signed 11/21/06	16C. Date Signed Nov 28 2006

SCHEDULE

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
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1. The purpose of this modification is to incorporate the following contract clause into the contract:

**CAR 1352.218-70 Contract Performance During Pandemic Influenza
Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe
(October 2006)**

It has been determined that in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, this contract is mission critical and essential to the ongoing operations of the Department of Commerce (DOC). Accordingly, all performance under this Contract shall continue without any delay, interruption or other disruption of any kind whatsoever.

In the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, the contractor hereby agrees to continue to maintain performance under this Contract at a 80% level (hereafter referred to as "modified performance level") throughout the duration of the event, or until such time as DOC, in its discretion, determines the modified performance level to be necessary, whichever is later. Performance at the modified performance level shall be negotiated with the DOC Contracting Officer pursuant to the Changes Clause of this contract. Performance at a modified performance level pursuant to this clause shall not commence until the Contractor receives "Notice to Proceed" from an authorized DOC Contracting Officer.

In addition, the contingency plan for operations at the modified performance level provided by the contractor is hereby incorporated into the contract. Failure of the Contractor to maintain the modified performance level of supply or service until the Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe has been declared ended, or for such time until DOC determines that the modified performance level should be changed, whichever is later, shall constitute a breach of this contract and shall entitle DOC to immediately pursue any and all remedies to redress the Contractor's breach of this contract

END OF CLAUSE

2. NDBC requests that SAIC develop and submit a contingency plan for operations in the event of a qualifying event and upon notice to proceed with implementing the contingency plan. This plan is due by **COB, December 4, 2006**.
3. All other terms and conditions remain the same.

*Modified
by MOD 0003*

Subject: Procurement Memorandum 2007-01

From: "Helen.Hurcombe" <Helen.Hurcombe@noaa.gov>

Date: Thu, 12 Oct 2006 08:44:00 -0400

To: "Daniel.L.Clever" <Daniel.L.Clever@noaa.gov>, Gary Rice <Gary.Rice@noaa.gov>, "Catherine.Holland" <Catherine.Holland@noaa.gov>, "Mitchell.Ross" <Mitchell.J.Ross@noaa.gov>, "Tom.Genovese" <Tom.Genovese@noaa.gov>, William Voitk <William.Voitk@noaa.gov>, David T Runner <David.T.Runner@noaa.gov>, Jack Salmon <Jack.O.Salmon@noaa.gov>, "Jeanie.M.Jennings" <Jeanie.M.Jennings@noaa.gov>, Marilyn Clark <Marilyn.Clark@noaa.gov>, Karen Vanzant <Karen.Vanzant@noaa.gov>, Heide.L.Sickles@noaa.gov

All -

The subject Procurement Memorandum requires all existing contracts (supply and/or service) that have been determined to be mission critical and essential in the event of a Pandemic Influenza outbreak, SARS outbreak or other biomedical emergency or catastrophe be modified to incorporate Clause No. CAR 1352.218-70 not later than November 30, 2006. I am attaching a listing of the contracts you have previously identified as meeting the definition of being mission critical and essential. Marilyn, Jack and Jeanie, please consult with your customers again to ensure that none of their existing contracts meet the definition. If there are now identified contracts that meet the mission critical and essential definition, please update the attached spreadsheet and forward it to Dan and I.

*I need certifications from every HCO that all identified contracts have been modified on or before November 29. * I will provide a consolidated NOAA response to DOC. Note, if one or more contracts cannot be modified on or before the November 30, 2006, deadline, I need to be advised as quickly as possible with the explanation of the circumstances preventing the incorporation of the clause and contingency plan and providing a firm date by which it will be modified. I will need to provide that information to Mike Sade.

Also, please note that every new contract will require an affirmative determination as to whether the contract to be awarded will be or will not be considered mission critical and essential. As part of Specialist's acquisition planning discussions with CORs, this topic must be addressed. The contract file shall be documented accordingly, summarizing the discussions held regarding the appropriate classification of the contract. Contract Review Boards and Contracting Officers/higher level reviewers should ensure the file is appropriately documented and, if appropriate, the required clause is included.

Thanks!

Helen

AGO Pandemic Contracts-1.xls

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Content-Encoding: base64



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Data Buoy Center
Stennis Space Center, Mississippi 39529-6000

November 2, 2006

Science Applications International Corporation
ATTN: Bonnie Barnum
Bldg 3203
Stennis Space Center, MS 39529-6000


Subject: Contract QA1330-05-CQ-1035, Modification 0002 (Incorporate New Contract Clause)

Dear Mrs. Barnum:

Attached is modification 0002, dated October 31, 2006, for your review and signature. Please complete blocks 15A, B and C, and return to me as soon as possible.

If you have any questions, please call Kurt Weilbaeher at (228) 688-2825.

Sincerely,


Marilyn Clark
Contracting Officer





UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

October 12, 2006

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors
Deputy Assistant Administrators
Chief Financial Officers

FROM: Helen Hurcombe /original signed by/
Director

SUBJECT: Procurement Memorandum 2007-01

The subject Procurement Memorandum (PM) has been issued by the Department of Commerce (DOC) Office of Acquisition Management for immediate implementation. This past summer the NOAA Acquisition Divisions worked with their assigned Contracting Officer Representatives (CORs) to identify contracts that are mission critical and essential to the operations of DOC and NOAA. Effective immediately, every contract that has been designated as mission critical and essential will be modified to include Commerce Acquisition Regulation (CAR) Clause 1352.218-70, "Contract Performance During Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe". This clause will also be required to be included in all new solicitations and contracts that are determined to be mission critical and essential from this date forward. A copy of CAR 1352.218-70 is attached for your information. I am also attaching the list of existing contracts that have been identified as mission critical and essential. If there are additions or deletions to this listing, please inform the identified contracting officer as soon as possible so that effort is not wasted in modifying contracts that are no longer considered mission critical and essential. Please note that this clause will apply to all supply and/or service contracts determined to be mission critical and essential.

For new acquisitions that are already in process, CORs will be required to make a determination of whether or not the contract to be awarded will be considered mission critical and essential. As well, any new acquisitions submitted for processing must include a determination by the COR as to whether the contract to be awarded will be considered mission critical and essential.

CAR 1352.218-70 requires that the Contractor develop a contingency plan for operations in the event of a qualifying event and upon notice to proceed with implementing the contingency plan. For existing contracts, CORs will be required to review contingency plans submitted by contractors to determine acceptability. It must also be noted that Contractors will be able to submit a proposal for an equitable adjustment for the additional costs and/or time needed to effect the development and inclusion of the contingency plan. For new awards, offerors will be required to submit their contingency plan with their proposal and will be able to include associated costs and schedules associated with the contingency plan. CORs will be advised directly by the assigned Contract Specialist of the need for any additional funding as a result of this Change to the contract.

Attachment A

Prescription: Insert CAR 1352.218-70 in all supply and service contracts determined to be mission critical and essential to the ongoing operations of the Department of Commerce in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe.

CAR 1352.218-70 Contract Performance During Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe (October 2006)

It has been determined that in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, this Contract is mission critical and essential to the ongoing operations of the Department of Commerce (DOC). Accordingly, all performance under this Contract shall continue without any delay, interruption or other disruption of any kind whatsoever.

In the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe the Contractor hereby agrees to continue to maintain performance under this Contract at a ____ % (INSERT percentage) level (hereafter referred to as "modified performance level") throughout the duration of the event, or until such time as DOC, in its discretion, determines the modified performance level to be necessary, whichever is later. Performance at the modified performance level shall be negotiated with the DOC Contracting Officer pursuant to the Changes Clause of this Contract. Performance at a modified performance level pursuant to this clause shall not commence until the Contractor receives "Notice to Proceed" from an authorized DOC Contracting Officer.

In addition, the contingency plan for operations at the modified performance level provided by the Contractor is hereby incorporated into the Contract. Failure of the Contractor to maintain the modified performance level of supply or service until the Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe has been declared ended, or for such time until DOC determines that the modified performance level should be changed, whichever is later, shall constitute a breach of this Contract and shall entitle DOC to immediately pursue any and all remedies to redress the Contractor's breach of this Contract.

END

COOP/Pandemic Flu PLAN WORKSHEET
NOAA, Acquisition and Grants Office

CONTRACTS ADMINISTERED BY OAM

COMMODITY	SERVICE	CONTRACT NUMBER	COOP DESIGNATION	PANDEMIC DESIGNATION	CO & PHONE	COTR & PHONE	CS & PHONE	CUSTOMER OFFICE/AGENCY	CONTRACTOR	CONTRACT POC	POC Phone
HPCC	NCEP's Central Computer System	DG133W-02-CN-0013	E	C	William Volk (301) 713-3525	Gary Worn (301) 768-8000 X7157	William Volk	NCEP/NOAA	IBM Corporation	Ms. Gayle Grasso	(301) 803-2483
MRAD	System Network & Security Admin.	RA133003-CN0009	C	C	Jan Clark 303-497-6320	Rick Beeler 303-497-6841	Jan Clark	NOAA/OAR	Westch International	J. Vanbushirk	(301) 772-9767
MRAD	Tower Maintenance	RA133003-CN0015	C	C	Jan Clark 303-497-6320	Nancy Bernigard 405-366-6540	Clark 303-497-6320	NOAA/OAR	Southeastern Comm. Svcs.	R. Slackhouse	941-915-4588
MRAD	Mail Services	RA133004-CN0002	C	C	Dan Gomez 303-497-6320	Nancy Kinkade 303-497-6320	Wright 303-497	NOAA/NWS	Bayland Industries	D. Haynes	303-234-2094
MRAD	Security Guard Services	RA133004-CN0013	C	C	Dan Gomez 303-497-6320	P. Gurn 405-573-8072	Wright 303-497	NOAA/NWS	Safety and Security Services	J. Price	405-947-0836
MRAD	IT Support	RA133004-CN0016	E	C	Jan Clark 303-497-6320	Jerry Janssen 303-497-6647	Clark 303-497-6320	NOAA/OAR	Systems Research Group	D. Fairchild	303-497-1128
MRAD	Glaxipod Services	RA133004-CN0017	C	C	Jan Clark 303-497-6320	Labovitz 303-497	Labovitz 303-497	NOAA/ESR	Univ. Corp. for Almos. Resea	G. Taborski	303-497-2130
MRAD	Weather Radio Maintenance - GA	RA133W04-CN0004	C	C	Jan Clark 303-497-6320	Michael March 817-978-1100	Labovitz 303-497	NOAA/NWS	Georgia Public Telecom.	B. Bean	404-665-2652
MRAD	NRAR Maintenance	RA133W04-CN0014	C	C	Jan Clark 303-497-6320	Michael March 817-978-1100	Labovitz 303-497	NOAA/NWS	Alabama Public TV	P. Howland	205-451-0126
MRAD	Marit. Serv. For NWR Equipment	RA133W05-CN1004	C	C	Jan Clark 303-497-6320	Ron Zwicke 303-3209	Clark 303-497-6320	NOAA/NWS	General Services, New Meade	J. Meas	505-927-1785
MRAD	Space Weather Data Acq. & Trans.	RA133W05-CN1237	E	C	Jan Clark 303-497-6320	Don Henderson - 228-886-2325	Clark 303-497-6320	NOAA	COLRC - Rutherford	P. Allen	UK
NOBC	Technical Services	QA1350-05-CQ-1035	C	C	Vacant - 228-886-2392	Charles S. Bryant, 301-817-4596	Agnes Elby, 713-3478	NOAA	SALC	Sieve Beaudet	228-888-3173
NESDIS	Information Technology Support	GS3F0000L	C	C	713-3478x142	D. Gimes, 301-713-2607 x142	Agnes Elby, 713-3478	NESDIS/OIC	Data Solutions & Technology	Phyllis Tyndell	301-583-3500
NESDIS	Library Technical Support	DG133E04CT0025	N	N	A. Wimble 301-713-3478 x17	Brian Voss, 206-526-6241 (2)	Clark 303-497-6320	NESDIS	Corestaff Support Svcs.	B.J. Hurr	202-223-2550
NESDIS	Library Services	DG133E-05-NC-2885	N	N	A. Wimble 301-713-3478 x17	Linda Palla, 301-713-2607 x131	Clark 303-497-6320	NESDIS	ITS	Christy Chellon (ITS)	253-964-9920
NESDIS	Library Services	DG133E-05-NC-2885	N	N	A. Wimble 301-713-3478 x17	Linda Palla, 301-713-2607 x131	Clark 303-497-6320	NESDIS	ITS	Christy Chellon (ITS)	253-964-9920
NESDIS	Library Services	GS-35F-5873H	N	N	Sally Huber, 301-713-3478	James Dwyer, 301-713-3284x164	Clark 303-497-6320	NESDIS	STG	Cheryl Montgomery	703-578-6030x205
NESDIS	Service	DG133E-05-CN-1145	E	C	Edith Jones, 301-713-3478	Syd Lewis, 301-713-3287 x194	Clark 303-497-6320	NESDIS/NOCC	SP Systems, Inc.	Dr. B. S. Reddy	301-614-1322
NESDIS	Service	DG133E-05-CN-1123	N	N	Edith Jones, 301-713-3478	Syd Lewis, 301-713-3287 x194	Clark 303-497-6320	NESDIS/NOCC	SP Systems, Inc.	Dr. B. S. Reddy	301-614-1322
NESDIS	Service	DG133E-05-NC-1480	N	N	Sally Huber, 301-713-3478	Charles Sun 713-3272 x111	Clark 303-497-6320	NESDIS/NOCC	STG	Michelle Lee	703-578-6030x205
NESDIS	IT Development Services	4TCG13055308, Contract# GS-T0408BF0079	C	C	Craig Karnas, 301-713-3478	Client Rep: Mary O'Chery 228-886-3354, ACOTR Brad Nunn 228-886-2983	Craig Karnas, 301-713-3478	NOCCDC	Planning Systems Incorporated	Laurie Juyan	228-889-8408
NESDIS	IT Operations Services	4TCL13055307, Contract# GS-071-00-BGD0027	E	E	Craig Karnas, 301-713-3478	Client Rep: Mary O'Chery 228-886-3354, ACOTR Susan Starke 228-886-2788	Craig Karnas, 301-713-3478	NOCCDC	Anteon Corporation	Tam Devitt	228-871-9398 (Cell)
NESDIS	Imagery and Metadata Services	Task Order 4TOP13053367 Contract# GS-23F-0147L	C	C	Craig Karnas, 301-713-3478	Client Rep: Mary O'Chery 228-886-3354, ACOTR Sharon Nestek 228-886-2258	Craig Karnas, 301-713-3478	NOCCDC	Radiance Technologies	Tom Strange	228-688-2369
NESDIS	SARSA Operations, Maintenance, and Technical Support	50-DDNE-1-90033	C	C	Edith Jones, 301-713-3478	William Burkhardt (301) 457-5977	Edith Jones, 301-713-3478	NESDIS/OSSDPD	Science Systems and Applications, Inc. (SSAI)	Joe Wagenehofer	(301) 857-6278
NESDIS	Support Services	CM130105CT0044	E	E	Edith Jones, 301-713-3478	155	Edith Jones, 301-713-3478	NESDIS/OSSDPD	OSS Group, Inc.	Chris Moren	(301) 457-5415 ext 163
NESDIS	Service (Engineering & Mission Operations)	DG133E-04-CN-0091	E	E	Edith Jones, 301-713-3478	Alva Bannelle (301-817-4120)	Edith Jones, 301-713-3478	NESDIS/OSSDPD	ASRC Aerospace Corporation	Cynthia Hampton	(301) 817-4120
NESDIS	Service (Professional Support Services)	50-CMAA-900040	E	E	Edith Jones, 301-713-3478	Alva Bannelle (301-817-4120)	Edith Jones, 301-713-3478	NESDIS/OSSDPD	AC Technologies, Inc.	Alva Bannelle	(301) 817-4118
NESDIS	Service (Operations and Maintenance)	AB133E-03-CN-0001	E	E	Edith Jones, 301-713-3478	Lance Suman (907-451-1271)	Edith Jones, 301-713-3478	NESDIS/OSSDPD	SML International	Lance Suman	(907) 451-1271
NESDIS	Service (Hardware Maintenance Serv)	50-DCAA-9-00060	E	E	Edith Jones, 301-713-3478	William Carter (301-817-4149)	Edith Jones, 301-713-3478	NESDIS/OSSDPD	RGIL Technologies Inc.	William Carter	(301) 817-4149
NESDIS	Service (Security Guard Service at F)	50-ABNE-200038	N	N	Edith Jones, 301-713-3478	Lance Suman (907-451-1271)	Edith Jones, 301-713-3478	NESDIS/OSSDPD	Guardian Security	Lance Suman	(907) 451-1271
NESDIS	Mission Support services for NCDC computer operations, mail, customer orders.	EA133E-08-NC-0547	C	C	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Climate Database Modernization Program programming & inventory documentation support.	EA133E-08-NC-0587	C	C	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Climate Database Modernization Program documentation & data standardization	EA133E-08-NC-0588	C	C	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Management support for the Climate Data & Detection Program.	EA133E-08-NC-0588	N	N	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Monitoring & QA support for the U.S. Climate Reference Network Program.	EA133E-08-NC-0614	N	N	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-IT services, NVDS support.	EA133E-08-NC-0707	C	C	Marion Veber 757-441-6647	John W. Davis 828-271-4228	John W. Davis 828-271-4228	NESDIS/NOCC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Regional Climate Center/Western climate services	EA133E-02-CN-0028	N	N	Marion Veber 757-441-6647	John P. Hughes 828-271-4020	John P. Hughes 828-271-4020	NESDIS/NOCC	Desert Research Institute	Richard Reinhardt	775-674-7010
NESDIS	Mission Support-Regional Climate Center/Southeast climate services	EA133E-02-CN-0032	N	N	Marion Veber 757-441-6647	John P. Hughes 828-271-4021	John P. Hughes 828-271-4021	NESDIS/NOCC	SC Dept. of Natural Resources	Gloria Forthun	803-734-6589
NESDIS	Mission Support-Regional Climate Center/Northeast climate services	EA133E-02-CN-0033	N	N	Marion Veber 757-441-6647	John P. Hughes 828-271-4022	John P. Hughes 828-271-4022	NESDIS/NOCC	Cornell University	Arthur DeGaeleano	607-255-1751

NESDIS	Mission Support-Regional Climate Center/High Plains climate services support.	EA133E-02-CN-0025	N				Marion Veber 757-441-6647	John P. Hughes 828-271-4023	Lynne Phipps 757- NESDIS/CDC	University of Nebraska	Kenneth Hubbard	402-472-6706
NESDIS	Mission Support-Regional Climate Center/Midwest climate services support.	EA133E-02-CN-0027	N				Marion Veber 757-441-6647	John P. Hughes 828-271-4024	Lynne Phipps 757- NESDIS/CDC	University of Illinois	Kenneth Kunkel	217-244-8228
NESDIS	Mission Support-Regional Climate Center/Southern climate services support.	EA133E-02-CN-0028	N				Marion Veber 757-441-6647	John P. Hughes 828-271-4025	Lynne Phipps 757- NESDIS/CDC	Louisiana State University	Kevin Robbins	225-578-5021
NESDIS	Climate Database Modernization Program (CDMP) Imaging/digitization-WV.	EA133E-06-NC-0503	C				Marion Veber 757-441-6647	John P. Hughes 828-271-4028	Lynne Phipps 757- NESDIS/CDC	Information Manufacturing Co	Dave Noack	703-824-9275
NESDIS	Climate Database Modernization Program (CDMP) Imaging/digitization-KY.	EA133E-06-NC-0654	C				Marion Veber 757-441-6647	John P. Hughes 828-271-4027	Lynne Phipps 757- NESDIS/CDC	Source Corp	Charles Combs	606-878-4021
NESDIS	Climate Database Modernization Program (CDMP) Imaging/digitization-MD.	EA133E-06-NC-0660	C				Marion Veber 757-441-6647	John P. Hughes 828-271-4028	Lynne Phipps 757- NESDIS/CDC	Lason	John Jacobs	301-210-1100 x117
NESDIS	Maintenance service IBM, HP/SS software.	EA133E-06-NC-0042	C				Marion Veber 757-441-6647	Ken Coleman 828-271-4342	Lynne Phipps 757- NESDIS/CDC	IBM Global Services	Philip Waculik	301-863-2874
NESDIS	Maintenance service IBM, SP2, HP/SS.	EA133E-06-NC-0494	C				Marion Veber 757-441-6647	Ken Coleman 828-271-4342	Lynne Phipps 757- NESDIS/CDC	IBM Global Services	Linda Anderson	972-908-3564
NESDIS	Riverside Technology.	DG133W-03-CQ-0021.	N				Anita Middleton 301-713-9876	Howard Diamond 301-713-1283	Anita Middleton 301- NESDIS/CDC	Riverside Technology		
NESDIS	Riverside Technology.	Task T4-0014	N				Anita Middleton 301-713-9877	Howard Diamond 301-713-1284	Anita Middleton 301- NESDIS/CDC	Riverside Technology		
NESDIS	Rutgers University-Updates to snow depth products.	EA133E-05-SE-8044	N				Marion Veber 757-441-6647	Urda Staller 828-271-4657	Lynne Phipps 757- NESDIS/CDC	Rutgers University	David Robinson	732-445-4741
NESDIS	Federal Occupational Health Unit.	EA133E-04-CN-0001	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	Magnum Opus Technologies	Robert Manigault	210-841-5602
NESDIS	Health Unit fitness instructor.	EA133E-06-NC-0898	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	Friday Services, Inc.	Clark Durkin	828-684-9800
NESDIS	Mission Support-GIS programming support.	EA133E-06-NC-0587	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-NOMADS programming support.	EA133E-06-NC-0816	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Scientific programming support for NASA/NOAA research project.	EA133E-06-NC-0821	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Editing support for the NOAA-wide integrated data management plan.	EA133E-06-NC-0820	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Programming & scientific analyses for climate monitoring.	EA133E-06-NC-0818	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Programming support for the Global Climatology Network.	EA133E-06-NC-0902	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Programming support for climate monitoring activities.	EA133E-06-NC-0585	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Web development.	EA133E-06-NC-0583	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Satellite metadata support.	EA133E-06-NC-0585	C				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Federal Occupational Health Unit.	EA133E-05-SE-1003	C				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Oracle (NES) & Oracle site license.	EA133E-06-NC-0464	C				Marion Veber 757-441-6647	Ken Coleman 828-271-4342	Lynne Phipps 757- NESDIS/CDC	Dr. Craig Mills	828-253-4851	
NESDIS	IBM software maintenance.	EA133E-06-NC-0551	C				Marion Veber 757-441-6647	Ken Coleman 828-271-4342	Lynne Phipps 757- NESDIS/CDC	Terr Riggs	703-354-0325	
NESDIS	Mission Support-Scientific visualization support.	EA133E-06-NC-0824	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	IBM	Dava Disney	972-908-3487
NESDIS	Mission Support-Support for GEO-GRIDS (data grids).	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Support for remote sensing in coastal and drought applications.	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Support for building gridded data and reanalysis of satellite data inventory.	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	National Integrated Drought Information System (NDIS) portal.	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Programming and documentation support for the Multi-network Metagata System (MMS).	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Support for web applications, IT security, and configuration management.	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579
NESDIS	Mission Support-Support for snow climatology and drought index.	TBD	N				Marion Veber 757-441-6647	John W. Davis 828-271-4228	Lynne Phipps 757- NESDIS/CDC	STG	Loretta Changery	828-230-6579

WRAO	Custodial Services - Manchester Field Sta	AB133F05SE5948	C	C	Randall Brown (208)526-6021	Amy Bidwell (360)871-8318	Randall Brown (208)526-6021	HM Services	Alco Lescab	(360)871-6350
WRAO	Guard Services - Pacific Island Fisher	AB133F06CN0039	C	C	Susan Sherrill (208)526-6021	Bonnie Ostro (809)983-5356	Stephanie Kyles (809)983-5356	Perry Management Company	Howard Perry Sr.	(808)847-4493
WRAO	Guard Services	AB133F06CN0073	C	C	Susan Sherrill (208)526-6021	Merrie Marrow (858)546-7135	Cristina Elkins (208)546-7135	Locular Services Inc.	George Graner	(519)229-6100
WRAO	Custodial Services - Pasco Field Sta	AB133F06SE0596	C	C	Merlin Fondue (208)526-6021	Penny Smith (809)547-7518	Melvin Fondue (208)547-7518	Clean R US LLC	Vickie Mounce	(509)374-4345
WRAO	Custodial Services - Newport Field Sta	AB133F06SE1181	C	C	Randall Brown (208)526-6021	Hollis Lundeen (541)967-0502	Randall Brown (208)526-6021	Sea Breeze Landitorial	Susan Hoppe	(541)285-6066
WRAO	O&M Services - Western Regional Cel	AB133G5-06-CI-0010	C	C	Susan Sherrill (208)526-6021	Jesse Hurtado (208)526-6163	Linda Shaw (208)526-6163	Raven Services	Lynn Wiley	(208)526-6375
WRAO	Dockside Repairs - Marine Center	AB133W06CQ0059	N	N	Susan Sherrill (208)526-6021	Ray Hermes (563)5307	Tracy Mandall (526)5307	FEDERAL MARINE & DEFEN	Jason Walker	(253)861-5739
WRAO	Custodial Services Ewa Beach HI	AB133W06CQ0028	C	C	Randall Brown (208)526-6021	Charles McCreery (809)689-8207	Randall Brown (208)526-6021	J.B. Wilco	Jerry Wilson	(809)843-8747
WRAO	Custodial Services WFO Anchorage	AB133W06SE2373	C	C	Merlin Fondue (208)526-6021	Joe Schulz (907)271-3443	Melvin Fondue (208)526-6021	KAT MGMT SERVICES	Kathy DeMarzo	(907)240-4538
WRAO	Janitorial Services - Guam	AB133W06CN0002	C	C	Susan Sherrill (208)526-6021	Genevieve Miller (671)472-0850	Stephanie Kyles (809)983-5356	K Cleaning	Dubaldo Conlu	(671)453-2537
WRAO	Custodial Services WFO Ventura	AB133W06SE0564	C	C	Shannon McIlroy (208)526-6021	Alice Carreleno (805)988-8015	Shannon McIlroy (208)526-6021	Assoc for Retarded Citizens	Michael Johnson	(805)650-8811x231



27 November 2006

National Oceanic and Atmospheric Administration
Attention: Ms. Marilyn Clark
Contracting Officer
National Data Buoy Center
John C. Stennis Space Center, MS 39529-6000

Subject: Execution of Contract QA1330-05-CQ-1035, Modification 0002
(Incorporate New Contract Clause)

Reference: Letter from NDBC to SAIC dated 11/2/06, subject same as above

Dear Ms. Clark:

Enclosed are three (3) copies of the subject modification that have been executed by SAIC.

SAIC understands the urgency by which NDBC requires the modification to be incorporated into the contract. SAIC has signed this modification with the understanding that the parties will meet in the future to further clarify and qualify the modified performance level percentage proposed in the modification to determine a level at which both parties feel comfortable agreeing to dependant upon the specific event and circumstances. Following those discussions the level stated in the modification will be adjusted to reflect this agreed upon percentage.

SAIC believes it is impossible to predetermine the modified level at which SAIC could continue performance in the event of an unspecified disastrous local event or national emergency, nor can SAIC sign up to a guarantee at a prescribed modified level of performance prior to such an event. However, SAIC stands ready to support the NDBC program, to the best of its ability, at any and all times.

This modification is signed also with the understanding that in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, SAIC, along with the Department of Commerce will determine an appropriate modified performance level and the contingency plan for the particular event, if needed, and SAIC

will agree to continue to maintain performance under this Contract at this to-be-determined modified performance level. All costs associated with development of the plan and any additional costs incurred executing the plan will be fully reimbursable by the Government.

If you have any questions concerning this matter or need to discuss, please feel free to contact the undersigned at (228)688-3676.

Sincerely,

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION

A handwritten signature in cursive script, reading "Bonnie Barnum".

Bonnie Barnum
Contracts Representative

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

Contract ID Code

Page of Pages

1 2

2. Amendment/Modification No. 0002	3. Effective Date Oct 31, 2006	4. Requisition/Purchase Req. No.	5. Project No. (if applicable)
6. Issued By NATIONAL DATA BUOY CENTER RESOURCES BRANCH /W/OPS53 BUILDING 1100 STENNIS SPACE CENTER, MS 39529-6000 MARILYN CLARK 228 688-2382		7. Administered By (If other than Item 6) SEE BLOCK 6	
8. Name and Address of Contractor (No., Street, County, and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORPO Vendor ID: 00004157 10260 CAMPUS POINT DRIVE DUNS: 148095086 MAIL STOP G2 SAN DIEGO CA 921211578 CAGE: 0T5L1		(X)	9A. Amendment of Solicitation No.
			9B. Date (See Item 11)
		X	10A. Modification of Contract/Order No. QA1330-05-CQ-1035
			10B. Date (See Item 13) May 11, 2005
Code	Facility Code		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. Accounting and Appropriation Data (if required) \$ US 0.00			
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
(x)	A. This change order is issued pursuant to: (Specify authority) The changes set forth in item 14 are made in the Contract Order No. in item 10A.		
	B. The above numbered Contract/Order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) Set fourth item 14, pursuant to the authority of FAR 43.103 (b)		
X	C. This supplemental agreement is entered into pursuant to authority of: Scope is within the terms and conditions by mutual agreement		
	D. Other (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return 1 copies to the issuing office.			
14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)			

SEE ATTACHED PAGE 2 OF 2

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (Type or Print) MARILYN CLARK Contracting Officer marilyn.clark@noaa.gov	16A. Name and title of Contracting Officer (Type or Print) 228 688-2382		
15B. Contractor/Officer (Signature of person authorized to sign)	15C. Date Signed	16B. United States of America (Signature of Contracting Officer)	16C. Date Signed Nov 1, 2006

SCHEDULE

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
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1. The purpose of this modification is to incorporate the following contract clause into the contract:

**CAR 1352.218-70 Contract Performance During Pandemic Influenza
Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe
(October 2006)**

It has been determined that in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, this contract is mission critical and essential to the ongoing operations of the Department of Commerce (DOC). Accordingly, all performance under this Contract shall continue without any delay, interruption or other disruption of any kind whatsoever.

In the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, the contractor hereby agrees to continue to maintain performance under this Contract at a **80%** level (hereafter referred to as "modified performance level") throughout the duration of the event, or until such time as DOC, in its discretion, determines the modified performance level to be necessary, whichever is later. Performance at the modified performance level shall be negotiated with the DOC Contracting Officer pursuant to the Changes Clause of this contract. Performance at a modified performance level pursuant to this clause shall not commence until the Contractor receives "Notice to Proceed" from an authorized DOC Contracting Officer.

In addition, the contingency plan for operations at the modified performance level provided by the contractor is hereby incorporated into the contract. Failure of the Contractor to maintain the modified performance level of supply or service until the Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe has been declared ended, or for such time until DOC determines that the modified performance level should be changed, whichever is later, shall constitute a breach of this contract and shall entitle DOC to immediately pursue any and all remedies to redress the Contractor's breach of this contract

END OF CLAUSE

2. NDBC requests that SAIC develop and submit a contingency plan for operations in the event of a qualifying event and upon notice to proceed with implementing the contingency plan. This plan is due by **COB, December 4, 2006**.

3. All other terms and conditions remain the same.



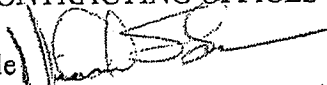
UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

OCT 5 2006

PROCUREMENT MEMORANDUM 2007-01

ACTION

MEMORANDUM FOR HEADS OF CONTRACTING OFFICES

FROM: Michael S. Sade 
Director for Acquisition Management and
Procurement Executive

SUBJECT: Contract Performance During Pandemic Influenza
Outbreak, SARS Outbreak, or Other Biomedical
Emergency or Catastrophe

During the summer of 2006 Acquisition Offices worked with their Program Offices to identify contracts that are mission critical and essential to the operations of the Department of Commerce (DOC). The purpose of this Procurement Memorandum (PM) is to provide guidance to ensure contracts identified as mission critical and essential in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe contain the proper contract provisions, and required contingency plans to ensure that necessary levels of support are available to DOC operations during the event.

Effective the date of this PM, the attached clause (Attachment A), CAR 1352.218-70, "Contract Performance During Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe," should be incorporated in all current contracts, as well as new solicitations and contracts that have been determined to be mission critical and essential to the ongoing operations of the Department of Commerce (DOC) in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe. All applicable current contracts should be modified, pursuant to the "Changes Clause," to incorporate the new provision and the required contingency plan by November 30, 2006.

The attached checklist (Attachment B) is provided as guidance for incorporating CAR 1352.218-70. It is provided to identify the necessary steps for incorporating the clause and contingency plan in all applicable contracts.

HCOs unable to meet the dates outlined above shall notify the Procurement Executive, through their respective Bureau Procurement Official, describing the circumstances preventing incorporation of the clause and contingency plan, and providing a firm date for incorporation.

Questions about this memorandum may be directed to Leslie A. Andreacs, Commerce Acquisition Performance, Policy, and Support Division at landreacs@doc.gov or 202-482-4721.

Attachments

Prescription: Insert CAR 1352.218-70 in all supply and service contracts determined to be mission critical and essential to the ongoing operations of the Department of Commerce in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe.

CAR 1352.218-70 Contract Performance During Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe (October 2006)

It has been determined that in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe, this Contract is mission critical and essential to the ongoing operations of the Department of Commerce (DOC). Accordingly, all performance under this Contract shall continue without any delay, interruption or other disruption of any kind whatsoever.

In the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe the Contractor hereby agrees to continue to maintain performance under this Contract at a ____ % (INSERT percentage) level (hereafter referred to as "modified performance level") throughout the duration of the event, or until such time as DOC, in its discretion, determines the modified performance level to be necessary, whichever is later. Performance at the modified performance level shall be negotiated with the DOC Contracting Officer pursuant to the Changes Clause of this Contract. Performance at a modified performance level pursuant to this clause shall not commence until the Contractor receives "Notice to Proceed" from an authorized DOC Contracting Officer.

In addition, the contingency plan for operations at the modified performance level provided by the Contractor is hereby incorporated into the Contract. Failure of the Contractor to maintain the modified performance level of supply or service until the Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe has been declared ended, or for such time until DOC determines that the modified performance level should be changed, whichever is later, shall constitute a breach of this Contract and shall entitle DOC to immediately pursue any and all remedies to redress the Contractor's breach of this Contract.

END

**Guidance for the Incorporation of CAR 1352.218-70
Contract Performance during a Pandemic Influenza
Outbreak, SARS Outbreak or Other Biomedical Emergency or Catastrophe**

Instructions:

This checklist is intended to provide guidance on the steps necessary to ensure that mission critical and essential contracts are identified, that they contain the proper contract provisions, and incorporate required contingency plans to ensure that necessary levels of support are available to the Department of Commerce operations in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe.

		Completed & Date
1.	Identify mission critical and essential contracts working with Program Office and Contracting Officer Representative.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Working with the Program Office and COR identify the appropriate level of support (hereinafter referred to as modified level) that is required for each mission critical and essential contract in the event of a Pandemic Influenza outbreak, SARS outbreak, or other biomedical emergency or catastrophe to ensure continued operations for the Department of Commerce (DOC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Review the identified mission critical and essential contracts to determine if they already contain a requirement for continuity of service during emergencies/disasters.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Where practicable, identify three levels (primary plus two alternates) of both CO and CORs (working with the Program Office and COR) for each mission critical and essential contact.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Does the contract currently contain a requirement for continuity of service, determine if the contractor has submitted a contingency plan that addresses how the contractor will maintain service at the designated level should an emergency occur.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	If a contingency plan has not been submitted, request contingency plans for those mission critical and essential contacts that have the requirement for continuity of service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	If a mission critical and essential contract does not contain a requirement for continuity of service, issue a request to the Contractor, pursuant to the Changes Clause of the Contract, to incorporate CAR 1352.218-70, "Contract Performance During Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe," into the Contract. In addition, the request should also require the Contractor to submit a proposal for equitable adjustment that includes a contingency plan describing how the Contractor intends to provide the appropriate level of support during the event. If the requirement is new or a follow-on contract, the contractor should be asked to submit the contingency plan as part of its proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.	Upon receipt of proposal, review with Program Office and COR to determine negotiation position and secure the necessary funding, if needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Negotiate an equitable adjustment to the Contract Price and Period of Performance for the incorporation of the DOC CAR 52.218-70 and contingency plan.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Award or modify mission critical and essential contract and incorporate DOC CAR 52.218-70, contingency plan requirement, and additional levels of CO's and COR's.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	In the event of an actual Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe, issue Notice to Proceed at the modified performance level to the Contractor.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	NOTE: Identify contracts that would not be necessary during a possible reduced level of operations as the result of Pandemic Influenza Outbreak, SARS Outbreak, or Other Biomedical Emergency or Catastrophe. Work with the Program Office and OGC to determine the appropriate plan of action (suspension, reduction of services, etc)	Yes <input type="checkbox"/> No <input type="checkbox"/>

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The Department of Commerce
Department Plan for Pandemic Influenza

*HCS
James Pennington
812-426-7458*

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Introduction

Influenza viruses have threatened the health of animal and human populations for centuries. Their diversity and propensity for mutation have thwarted the U.S. government's efforts to develop both a universal vaccine and highly effective antiviral drugs. A pandemic occurs when a novel strain of influenza virus emerges that has the ability to infect and be passed between humans. Because humans have little immunity to the new virus, a worldwide epidemic, or pandemic, can ensue. Three human influenza pandemics occurred in the 20th century, each resulting in illness in approximately 30% of the world population and death in 0.2% to 2% of those infected. Using this historical information and current models of disease transmission, it is projected that a modern pandemic could lead to deaths of 200,000 to 2 million U.S. citizens.

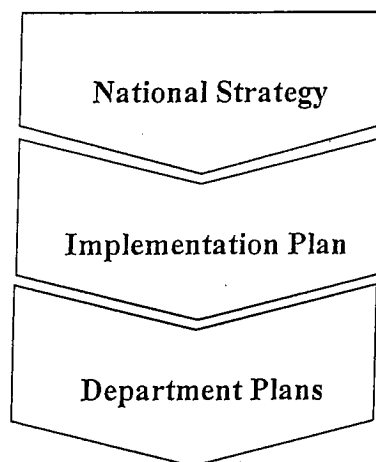
The economic and societal disruption of an influenza pandemic could be significant. High rates of absenteeism related to personal illness, illness in family members, fear of contagion, or social distancing measures could threaten the functioning of critical infrastructure, the movement of goods and services, and operation of institutions such as schools and universities. A pandemic would thus have significant implications for the economy, national security, and the basic functioning of society.

U.S. Government Pandemic Planning

For these reasons, the U.S. Government is taking steps to prepare and respond in the event a pandemic outbreak occurs. President George W. Bush announced the *National Strategy for Pandemic Influenza* (Strategy) on November 1, 2005. The Strategy provides a high-level overview of the approach that the U.S. Government will take to prepare for and respond to a pandemic, and articulates expectations of non-Federal entities to prepare themselves and their communities. The Strategy contains three pillars: Preparedness and Communication; Surveillance and Detection; and Response and Containment.

The Strategy affirms that the Federal Government will use all instruments of national power to address the pandemic threat. The Federal Government will collaborate fully with international partners to attempt containment of a potential pandemic whenever sustained and efficient human-to-human transmission is documented, and will make every reasonable effort to delay the introduction of a pandemic virus to the United States. If these efforts fail, responding effectively to an uncontained pandemic domestically will require the full participation of all levels of government and all segments of society.

The Relationship Governing the Federal Pandemic Influenza Documents



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Shortly after the announcement of the Strategy, the Homeland Security Council (HSC) initiated the development of an Implementation Plan to provide clear direction to Federal Departments and Agencies, and non-Federal entities, on the actions that should be taken in support of the Strategy. While the Strategy is built upon pillars (preparedness, surveillance, response), the Implementation Plan separates actions on a functional basis (international efforts, transportation and borders, human health, animal health). It also addresses crosscutting issues such as economic issues and the relevant legal authorities in each of these functional areas. It includes over 300 actions for Federal Departments and Agencies, and sets clear expectations for non-Federal entities including the roles and responsibilities for state and local governments, critical infrastructure providers, and the private sector.

The Implementation Plan also tasks each agency with developing a Departmental Plan. This operational document articulates the manner in which the Department will discharge its responsibilities as defined in the Implementation Plan. Each Federal Department is charged with developing its own plan to:

1. Protect its employees during a pandemic;
2. Sustain essential functions during times of significant absenteeism;
3. Support the overall Federal response during a pandemic; and
4. Communicate guidance to its stakeholders during a pandemic.

The following chapters articulate the efforts and activities the Department of Commerce will take to address the four areas of responsibilities charged by the Implementation Plan. The Department's Plan builds on and complements the actions and responsibilities prescribed in the federal continuity of operations plans.

Planning Assumptions for the Implementation Plan

Pandemics are unpredictable. While history offers useful benchmarks, there is no way to know the characteristics of a pandemic virus before it emerges. Nevertheless, we must make assumptions to facilitate planning efforts. Federal planning efforts assume the following:

1. Susceptibility to the pandemic influenza virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will be 30 percent in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who became ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.
8. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.
9. Persons who become ill may shed virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children will play a major role in transmission of infection as their illness rates are likely to be higher, they shed more viruses over a longer period of time, and they control their secretions less well.
10. On average, infected persons will transmit infection to approximately two other people.
11. Epidemics will last 6 to 8 weeks in affected communities.
12. Multiple waves (periods during which community outbreaks occur across the country) of illness are likely to occur with each wave lasting 2 to 3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

(Source: *The Implementation Plan for the National Strategy for Pandemic Influenza*)

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I. PROTECTING THE HEALTH OF EMPLOYEES

Protecting the health of the Department of Commerce (DOC) employees is of primary concern. The keys to success include effective coordination and communication. Managers and supervisors will strive to prevent employees from contracting the influenza virus while at work. This can be done by preventing exposure through several measures DOC managers and supervisors will enact. Many of these measures build upon existing federal all-hazards plans and existing federal guidelines. The following details the specific policies and procedures that will be implemented during a pandemic.

A. Office of Human Resources Management

The Office of Human Resources Management (OHRM) will distribute information on employee safety, health, and personnel policy as needed.

(1) The Office of the Secretary, Office of Human Resources Management, Office of Occupational Safety and Health (OOSH) will:

(a) Initiate two health campaigns in May 2006 to promote simple but important steps that can reduce the spread of germs. Bureaus and operating units are directed to initiate similar campaigns no later than May 31, 2006.

- Frequent hand washing is one of the single most important things an employee can do to prevent the spread of the influenza virus.
- Respiratory hygiene and cough etiquette to prevent the spread of illness.

(b) Monitor pandemic information from the Department of Health and Human Services (HHS), the World Health Organization (WHO), Department of Labor, other medical resources, and world news services.

(c) Provide this information to the Director for Human Resources Management for consideration of wider distribution.

(d) Manage the Interagency Agreement with Federal Occupational Health Services (FOH) to maintain a functioning health unit in the HCHB and the Bureau of Economic Analysis building during a pandemic.

(e) Coordinate with FOH for vaccination of Herbert C. Hoover Building (HCHB) personnel if and when vaccines become available.

- The FOH will order the vaccines doses based on the average number of personnel within the HCHB.
- FOH will develop a schedule for vaccinations.

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- The Center for Disease Control (CDC) will publish a protocol for vaccinating federal agency personnel based on the quantities of known vaccine in response to an identified strain of pandemic.
- In addition to this protocol, the Office of Human Resources Management will publish the protocol for prioritizing vaccination if quantities are limited.

(f) Coordinate with the Office of Security (OSY), Office of Administrative Services (OAS), and FOH to provide medical personnel at building entrances for "report to work" evaluations. "Report to work" evaluations will consist of a health care professional who will view occupants as they enter the building and identifying those that show the outward symptoms of the influenza. Should an individual show outward symptoms of the influenza virus, the individual will be refused access into the building. Individuals will be advised to seek medical assistance from their private primary physician. OHRM along with all Commerce locations will have an approved policy for refusing access into Commerce facilities by May 31, 2006 based on guidance the Office of Personnel Management (OPM) will provide by April 15, 2006.

(g) Develop a pandemic information site with a frequently asked question section with links to Health and Human Services, Centers for Disease Control, World Health Organization on its web page at http://www.ohrm.os.doc.gov/Safety_and_Health/index.html to provide answers to the most common questions from employees and family members no later than April 15, 2006.

(i) Maintain the e-mail address OOSH@doc.gov to provide employees and family members with a mode of asking questions. This e-mail address is monitored daily with questions answered within 24 hours.

(h) Develop a broadcast message no later than April 15, 2006 notifying all employees of the frequently asked questions and links.

(2) The Office of the Secretary, Office of Human Resources Management, Office of Policy and Programs will:

(a) Monitor pandemic information from the Office of Personnel Management (OPM).

(b) Provide this information to the Director for Human Resources Management for consideration of wider distribution to the Principle Human Resources Managers at the bureaus.

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(3) Departmental HR will determine and communicate pandemic related policies (i.e. OPM's guidance on personnel matters, hiring options, attendance, etc.) to bureaus that can be further modified based on bureau-specific needs.

(a) Employee that contract the influenza should remain out of work for 10 days to ensure the virus has run its course.

(b) If an employee becomes ill at work or shows signs of influenza, they should be sent home and encouraged to see their doctor. An employee would be allowed to work if they obtain a doctor's statement that they do not have the influenza. If the employee is identified as having the influenza he or she should not be allowed to return to work for 10 days.

(c) Bureaus should adopt policy letters no later than May 31, 2006 to notify employees of these procedures. Where employees are represented by a bargaining unit, the bureau will comply with bargaining requirements.

B. Office of Administrative Services

The Office of Administrative Services (OAS) will:

(1) Support the actions necessary through mail distribution, travel management, operations, executive staff drivers, real property acquisition support, and if necessary vacating Commerce facilities.

(a) HCHB operations would be staffed in three 8-hour shifts, to provide for 24-hour operations.

- HCHB mail would be distributed through General Services Administration (GSA) or existing contract support during one of the 8-hour shifts.
- Heating and Ventilation Systems that are now turned off at 5:00 pm would remain on based on area occupancy.
- Travel reservations would be serviced 24-hours through one of SATO Travel's multiple travel locations nationwide and passports would be processed during one of the 8-hour shifts.
- Janitorial services and air filter changes would follow any HHS guidance. Air exchange and pressure would be adjusted in accordance with any HHS guidance.
- Executive staff drivers would be available 24-hours through a supplemental chauffeur service contracting vehicle.
- Real property acquisition support would be provided, as needed.
- All general administrative support functions, such as travel management, personal property, and real property policy would be staffed during one of the 8-hour shifts.

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(b) OAS is available to assist and consult the bureaus and operating units on any questions regarding the OAS subject areas, however, each bureau should have their own plan for continuation of such services and evacuation plans at their individual locations no later than July 15, 2006.

C. Office of Security

The Office of Security (OSY) will:

- (1) Activate the Department Continuity of Operations Plan (COOP), as applicable, to facilitate the movement of essential functions to the Department off-site locations. Criteria for activation of COOP includes:
 - (a) Official activation by the Department of Homeland Security (DHS); or
 - (b) GSA selects a Commerce facility as a provisional hospital. (GSA will coordinate Government-wide office space and the off-site location would temporarily accommodate the Department Emergency Response Group until personnel have relocated to the new building site.
- (2) Extend hours of the Emergency Operations Center (EOC), should extended hours or shifts be scheduled to ensure proper management of Occupant Emergency Plan related issues.
- (3) The EOC will also work as the focal point for all consolidated reports pertaining to the pandemic for the department.

D. Office of the Chief Information Officer

The Office of the Chief Information Officer (OCIO) will:

- (1) Assist heads of bureaus and operating units to ensure capability is in place to support a large number of telework employees or off-site relocation of employees and to ensure the security of Commerce systems and data in the telework/remote location scenarios. There are two primary means of access:
 - (a) Connect through I-Notes, GroupWise, or other bureau managed e-mail systems. All employees/contractors currently have the ability to connect in this way.
 - (b) Connect through a virtual private network or VPN. This is a specific connection between a home computer and the network. A fixed number (1,500) of connections are currently available and used by HCHB and OSEC staff. Consideration on a priority use basis for those staff requiring remote access to HCHB network systems shall be considered during Pandemic. The Office Director and managers will set priority for the users within their organizations during an emergency or pandemic situation by July 15, 2006.

- (2) Provide network and telephone support for employees to work two and three shifts in the HCHB, and work with bureaus in the HCHB to ensure system access for teleworking and remotely located employees/contractors. There are two primary ways employees/contractors working in the HCHB can access their data from outside HCHB.

- (a) All HCHB employees/contractors have the ability to access their email through I-Notes, however, a relatively small number of staff use this option.

- (b) Employees/contractors may connect through a virtual private network or VPN. This is a specific connection between a home computer and the network and must be requested in advance of use so that software can be loaded on the home PC and issuance of userID/password can be coordinated. Several hundred VPN accounts have been activated and are being used routinely by staff. Guidance on setting priority access will be coordinated between the OCIO and Office Directors no later than July 15, 2006.

- (3) Each operating unit outside the HCHB has the ability to access their respective email system via the Internet.

E. Office of Acquisition Management

The Office of Acquisition Management (OAM) will assist heads of bureaus and operating units to determine contract changes needed to ensure continuance of essential mission related contracts to support the organization in the event of a pandemic. Specifically OAM will:

- (1) Fulfill procurement executive responsibilities in accordance with Executive Order 12931 and the Office of Federal Procurement Policy Act.
- (2) Provide guidance on administering existing and award of new contracts, purchases, leases, and other procurement transactions for Office of the Secretary and Department-wide acquisitions.

F. Office of Financial Management

The Office of Financial Management (OFM) will assist heads of bureaus and operating units to determine changes in funding levels needed to ensure mission essential contracts (e.g. Employee Assistance Programs, Health Units, Security, etc.) can be funded in the event of a pandemic.

G. Bureaus and Operating Units

Heads of Bureaus and Operating Units will:

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(1) Instruct employees to wash their hands immediately after coughing or sneezing to limit the spread of influenza.

- (a) Ensure that soap and warm water is available at all times for employee hand washing. If soap and warm water cannot be provided, ensure that alcohol based hand wash is made available. Soap stock piles should be created with 5% of soap used in storage. In addition, alcohol based products should be procured and stored including one six ounce bottle for every five employees in the organization.
- (b) Each bureau and operating unit will implement health campaigns by May 31, 2006 similar to that implemented by the Office of the Secretary/Office Human Resources Management.

(2) Take action based upon guidance and policy issued by HHS and Department of Labor (DOL) for the protection of employee health and safety, including

- (a) Follow HHS recommendations for personal protective equipment (e.g., surgical/procedure masks, gloves) for essential employees who must report to work.
 - HHS, CDC and the American Industrial Hygiene Association will sponsor on-going committees to determine the best personal protection to prevent the spread of the influenza.
 - Based on the results of these committees HHS will provide specific information about the appropriate personal protective equipment to be used to prevent the spread of the influenza in a pandemic.
 - Heads of bureaus and operating agencies will stockpile the personal protective equipment recommended by HHS at a ratio of 120 % percent of their employees for approximately 15 days. This will allow for employee and visitor usage and replacements as needed. The orders for stockpiled personal protective equipment will be completed by May 31, 2006.
 - Heads of bureaus and operating agencies will notify employees of the personal protective equipment to be issued to them in the event of a pandemic and how they will obtain the equipment by May 31, 2006.

(b) Follow infection control recommendations issued by HHS and CDC.

(3) Coordinate with security and facilities organizations to increase natural and mechanical ventilation in workspaces (e.g., increased air changes, increased velocity, and filter maintenance by:

- (a) Use allergenic filters in building ventilation systems when feasible.

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- (b) Direct the opening of windows to increase circulation when feasible.
- (4) Use the concept of "reasonable risk" when determining work assignments and essential functions to employees.
- (a) Reasonable risk is defined as the trade offs of having employees reporting to work versus the completion of the work.
 - (b) Reasonable risk is determined by comparing the importance of the work with the likelihood that an employee will become infected and if so the seriousness of the infection.
 - (c) "Reasonable risk" will be exercised when HHS, Office of Public Health or state health office identifies the pandemic (human-to-human transmission) is about or is moving into the U.S. or a specific region of the U.S. (For personnel overseas, managers and supervisors should exercise "reasonable risk" when the WHO or HHS identifies that the pandemic (human-to-human transmission) is about to or is moving into a specific region of the world.
- (5) Use social distancing as the primary method of reducing employee exposure to influenza. Social distancing methods for consideration include:
- (a) Remind employees of basic leave provisions and their responsibility to report to the duty site on a timely basis (unless placed on administrative leave).
 - (b) Place non-essential personnel on administrative leave.
 - (c) Use alternative work schedules to the maximum extent possible to allow for extended workdays to ensure essential functions are carried out.
 - (d) Follow guidance from OHRM regarding implementation of employee shift schedules where necessary.
 - (e) Remind employees of current sick leave policy on contagious diseases requiring isolation, quarantine, or restriction of movement of the patient and of sick leave provisions for care of a family member.
 - (f) Temporarily discontinue job-sharing.
 - (g) Identify and limit the use of shared equipment.
 - (h) Approve telework for essential personnel who do not require physical presence to perform their functions and for employees who will be caring for family members at home.

- (i) Determine how many personnel will need access and the type of access, e.g. e-mail or Virtual Private Network (VPN) by July 15, 2006.
 - Coordinate with OCIO if additional connections are needed.
 - Encourage employees to use their e-mail connection when not at their normal place of work to ensure it is activated and working in the event of a pandemic.
- (j) Move from face-to-face meetings to teleconference and web conferencing to avoid personal contact.
- (6) Implement OPM pandemic policy provided by OHRM to remove or bar employees exhibiting influenza symptoms from the workplace at all Commerce facilities by May 31, 2006. Until OPM pandemic policy is distributed, use existing OPM sick leave policy for contagious diseases.
- (7) Use medical resources associated with existing occupational health units and employee assistance programs (EAP) including:
 - (a) Implement agreements to staff health unit offices during a pandemic.
 - (b) Identify additional employee assistance resources.
 - (c) Maintain contact with OHRM for HHS updates regarding availability and distribution of anti-viral agents and pre-pandemic and pandemic vaccine to ensure designated employees receive them.
- (8) Provide for the continuation of mail distribution, travel management, executive staff drivers, evacuation and real property acquisition. Policies for continuation of such services will be implemented by July, 15, 2006.
- (9) Implement a weekly cleaning program in offices no later than May 31, 2006 focusing on cleaning door handles, desk surfaces, telephone handsets, computer key boards, and the mouse with a commercial disinfectant cleaner or water mixed with 10% chlorine.
 - (a) Offices should be cleaned more often than weekly if the occupant of the space changes.
 - (b) When a pandemic moves through an area daily cleaning of work areas should be conducted.
- (10) Direct all Contracting Officer Representatives and Contracting Officer Technical Representatives to:
 - (a) Identify essential contracts by July 15, 2006.

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(b) Review essential contracts and determine impact of a pandemic on the type of performance required.

(c) Negotiate extended contingency coverage and revise contracts as necessary

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II. Maintaining Essential Functions and Services

As prescribed by the Implementation Plan, federal agencies have the responsibility to ensure maintenance and continuation of essential functions and services - and to maintain its core missions. The following includes efforts the Department of Commerce will undertake to ensure continuity of operations.

The Department of Commerce organizations and bureaus are required to identify their essential functions and services as part of the Department Continuity of Operations (COOP) program. This has included identification of those Priority Mission Essential Functions that directly support the established National Essential Functions. All plans are required to identify all additional levels of mission essential functions (MEFs) as well as those supporting activities and capabilities necessary to support the successful accomplishment of their missions.

Support Activities include: Command and Control, Situational Awareness (Intelligence), Facility Security, Public and Government Communications, Personnel Accountability and Recall, Facility Management, Legal Review and Support, Procurement and Contracting, Records Protection and Management, Computer and IT Support, and Reconstitution.

Capabilities include: Communications, Phone Service, Teleconferencing, Secure Networking, Internet Access, Business Supplies, Alternate Facilities, and Trained Personnel.

A. National Essential Functions Relevant in a Pandemic

The Department of Commerce, as well as the rest of the Executive Branch is undergoing an aggressive evaluation of Mission Essential Functions. In January of 2005 the Homeland Security Deputies Committee identified the following functions as National Essential Functions (NEFs):

- (1) Preserve our Constitutional form of government – ensure the continued functioning of our form of government, and in particular, the functioning of the three independent branches of government.
- (2) Provide leadership that is visible to the Nation and the world; maintain the trust and confidence of the American people.
- (3) Defend the country against all enemies, foreign and domestic, and prevent or interdict future attacks.
- (4) Maintain and foster effective relationships with foreign nations.
- (5) Protect against threats to the homeland and bring to justice perpetrators of crimes or attacks against the nation, its citizens or interests.

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- (6) Provide rapid and effective response to and recovery from the domestic consequences of an attack or other incident.
- (7) Protect and stabilize the Nation's economy; ensure confidence in our financial systems.
- (8) Provide for critical Federal Government services that address the national health, safety, and welfare needs of the Nation.

B. Primary Mission Essential Functions

To support the NEFs each department performed an internal evaluation of those Priority Mission Essential Functions (PMEFs) that could be tied directly to a specific NEF, some of course would support more than one NEF. Listed below are the ten (10) PMEFs, with the above numbered NEF parenthetically annotated, for the Department of Commerce.

(1) (BIS) Process critical time-sensitive export license applications (d (5) & d (6)). To ensure that PMEF number 1 can be implemented or maintained BIS has concluded that:

- This PMEF is carried out by BIS Licensing Officers working at the Herbert C. Hoover Building (HCHB) who process export license applications in the Export Control Automated Support System (ECASS). BIS's licensing partners (State, DOD, and Energy) also access ECASS from their locations to enter their recommendations.
- If a pandemic situation caused 40% of the BIS Licensing Officers to be absent, it is probable that BIS would be able to carry out this PMEF in the short term. If the situation had a long term effect, BIS would probably reprioritize its work, temporarily suspend some functions, and recruit/train additional personnel, as needed.
- If ECASS became unavailable at its primary location, Springfield, VA, a back-up system in Philadelphia, PA, would be accessed by BIS to process licenses. If ECASS becomes completely unavailable, BIS is prepared to process paper license applications, if necessary.

(2) (BIS) Implement the Defense Priorities and Allocations System. (d (6)). To ensure that PMEF number 2 can be implemented or maintained BIS has concluded that:

- This PMEF is carried out by BIS employees working in HCHB who receive special priority allocations requests from industry, foreign governments, and other U.S. federal agencies (primarily DOD and DHS).

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These requests are received, processed, and answered by mail, email, telephone, and fax.

- If a pandemic situation caused 40% of the BIS employees who handle these requests to be absent, it is probable that BIS would be able to carry out this PMEF in the short term. If the situation had a long term effect, BIS would probably reprioritize its work, temporarily suspend some functions, and recruit/train additional personnel, as needed.

(3) (BIS) Prevent imminent export control violations. (d (5) & d (6)). To ensure that PMEF number 3 can be implemented and maintained BIS has concluded that:

- This PMEF is carried out by BIS Export Enforcement Agents working at the Herbert C. Hoover Building (HCHB), at eight field offices (Boston, San Jose, Los Angeles, Miami, Dallas, Herndon, New York, and Chicago) and at one regional office in Houston who investigate export control violations. These Export Enforcement Agents coordinate with other enforcement and intelligence agencies (DHS, CIA, etc.) during the conduct of their investigations or to prevent an export control violation. Investigative leads and cases are tracked in the Investigative Management System (IMS).
- If a pandemic situation caused 40% of the BIS Export Enforcement Agents to be absent, it is probable that BIS would be able to carry out this PMEF in the short term. If the situation had a long term effect, BIS would probably reprioritize its work, temporarily suspend some functions, and recruit/train additional personnel, as needed.
- If IMS became unavailable at its primary location, Ashburn, VA, BIS Export Enforcement Agents would track cases locally.

(4) (NIST) Maintain the standard for frequency and time interval for the United States and provide official time to the United States. (d (7) & d (8)). To ensure that PMEF number 4 can be implemented and maintained NIST has concluded that:

- PMEF is supported primarily by IT-based systems, including NIST (9) nine Cesium clocks and the Fountain clock. Primary physical location of system is Boulder, CO with COOP backup at Fort Collins, CO.
- System operations are automated, but depend on regular maintenance and occasional technical intervention. NIST will use social distancing and existing distance monitoring capabilities to determine when to provide technical interventions; the staff would be able to continue operations with no disruption to services.

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(5) (NOAA) Provide timely observations, forecasts, watches and warning of severe weather and hydrometeorological and electromagnetic events. (d (3), d (4), d (6), & d (7)). To ensure that PMEF number 5 can be implemented and maintained NOAA has concluded that:

- PMEF is supported by multiple IT-based systems located in various NOAA sites located in Silver Spring and Gaithersburg, MD.
- NOAA will implement service backup procedures by delegating operational functions to personnel in field structure.

(6) (NOAA) Provide control and timely access to global environmental data from satellites and other sources to provide, protect, and enhance the Nation's economy, security, environment and quality of life. (d (3), d (4), d (6), d (7), & d (8)). To ensure that PMEF number 6 can be implemented and maintained NOAA has concluded that:

- PMEF is supported by multiple IT-based systems located in various NOAA sites located in Silver Spring, Suitland, and Gaithersburg, MD.
- PMEF is also supported by multiple data acquisition facilities located in Wallops Island, VA and Fairbanks, AK
- NOAA will delegate control operations to field organizations.

(7) (NOAA) Ensure the Nation's food supply receives essential protein produced and processed by the fishing industry, provide law enforcement activities to protect and conserve the Nation's marine resources and support national security emergencies. (d (5), d (6), & d (8)). To ensure that PMEF number 7 can be implemented and maintained NOAA has concluded that:

- PMEF is supported by multiple IT-based systems at NOAA site located in Silver Spring, MD.
- NOAA will delegate operational leadership to NMFS field operational activities.

(8) (NOAA) Provide geodetic, hydrographic, oceanographic data and services to promote safe navigation and commerce and transportation. (d (5), d (6), & d (7)). To ensure that PMEF number 8 can be implemented and maintained NOAA has concluded that:

- PMEF is supported by multiple IT-based systems at NOAA site located in Silver Spring, MD.

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- NOAA will monitor asset status of operational suitability of geographically distributed response teams to assure availability.
- NOAA will execute delegation of authority per COOP planning for operations supporting PMEF.

(9) (NTIA) Manage the Federal government's use of the radio frequency spectrum. (d (6)). (i) To ensure that PMEF number 9 can be implemented and maintained NTIA has concluded that:

- PMEF is supported by a primary IT-based system housed at the NTIA COOP facility in Gettysburg, PA and staff to carry-out PMEF located in HCHB. In addition, one alternate COOP person is located in Gettysburg, PA.
- NTIA has one member of its Frequency Assignment Branch (FAB) at its primary alternate COOP site on a full-time basis. FAB also processes Federal frequency assignment requests on a 24-hour basis during a National emergency using less than 40% of its staff on a short-term basis (less than 30 days).

(10) (NTIA) Achieve robust communications capability for the industry/commercial sector. (d (5) & d (6)). (j) To ensure that PMEF number 10 can be implemented and maintained NTIA has concluded that:

- PMEF is supported solely by human capital housed in HCHB. Plan calls for social distancing to ensure survivability of function in the event of advanced notice or warning of Pandemic or other event.
- NTIA will use social distances to conduct liaison with the commercial and industrial sectors not only at the HCHB but at designated alternate sites as well as other venues that would ensure social distance.
- A second person from the NTIA CIP Directorate will perform these duties from either the designated NTIA COOP alternate site or telework from home.

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III. Supporting the Federal Response and States, Localities and Tribal Entities

The Implementation Plan prescribes the series of actions that the Federal Government will take when an influenza virus with pandemic potential is identified in the human population anywhere in the world. This chapter details the roles and responsibilities of DOC as detailed in the Implementation Plan. Responsibilities are referenced by the National Strategy Pillar and the Implementation Chapter and Section citation with a response of the steps DOC will or are taking to fulfill each specified responsibility.

Should the Federal or State, local and/or tribal governments need additional DOC assistance other than the responsibilities defined by the Implementation Plan, DOC stands ready to assist as appropriate.

In addition, DOC bureaus stand ready to fulfill responsibilities designated by the National Response Plan should it be activated, partially or in its entirety, prior to or during a pandemic.

Summary of DOC Roles and Responsibilities in the Implementation Plan for the National Strategy for Pandemic Influenza:

<i>National Strategy Pillar:</i> Response and Containment	<i>Implementation Plan Chapter:</i> International Efforts (Chapter 4)	<i>Implementation Plan Section:</i> 4.3.1.9
<i>Implementation Action</i>		
DOS and DOC, in collaboration with NGOs and private sector groups representing businesses with activities abroad, should develop and disseminate checklists of key activities to prepare for and respond to a pandemic, within 6 months. Measure of performance: checklists developed and disseminated.		
<i>DOC Response</i>		
The Director of Business Liaison will designate a lead representative to collaborate with his or her counterpart at DOS to disseminate appropriate information and checklists on preparedness and response to a pandemic. The DOC representative will consult HHS and the CDC to ensure the information and checklists disseminated are timely and up to date. The DOC representative will also work with other DOC bureaus, including the International Trade Administration, to ensure all stakeholders with business activities abroad receive such information and checklists.		

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<i>National Strategy Pillar:</i> Preparedness and Communication	<i>Implementation Plan Chapter:</i> Transportation and Borders (Chapter 5)	<i>Implementation Plan Section:</i> 5.1.1.1
<i>Implementation Action</i> DHS and DOT should establish an interagency transportation and border preparedness working group, including DOS, HHS, USDA, DOD, DOL, and Department of Commerce (DOC) as core members, to develop planning assumptions for the transportation and border sectors, coordinate preparedness activities by mode, review products and their distribution, and develop a coordinated outreach plan for stakeholders, within 6 months. Measure of performance: interagency working group established, planning assumptions developed, preparedness priorities, and timelines established by mode, and outreach plan for stakeholders in place..		
<i>DOC Response</i> The Under Secretary for Economic Affairs will designate a lead representative to participate on the DHS/DOT interagency working group and shall coordinate with the Under Secretary for International Trade Administration regarding the work under this program. The Under Secretary for International Trade Administration will designate an alternative lead representative to this working group. Additionally, the Director of Business Liaison will coordinate with the Economic Affairs representative should materials be developed to disseminate out to the private sector. The Director of Business Liaison will also participate in the outreach plans to stakeholders should the private sector be included in the stakeholder group.		

National Strategy Pillar: Preparedness and Communication	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.1.1.2
<i>Implementation Action</i>		
HHS and DHS, in coordination with the National Economic Council (NEC), DOD, DOC, U.S. Trade Representative (USTR), DOT, DOS, USDA, Treasury, and key transportation and border stakeholders, should establish an interagency modeling group to examine the effects of transportation and border decisions on delaying spread of a pandemic, and the associated health benefits, the societal and economic consequences, and the international implications, within 6 months. Measure of performance: interagency working group established, planning assumptions developed, priorities established, and recommendations made on which models are best suited to address priorities.		
<i>DOC Response</i>		
The Under Secretary for Economic Affairs shall designate a lead representative to participate on the NEC interagency working group and shall coordinate with the Under Secretary for International Trade Administration regarding the work under this program. The Under Secretary for International Trade Administration shall designate an alternative lead representative to this working group.		

National Strategy Pillar: Preparedness and Communication	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.1.3.2
<i>Implementation Action</i>		
DHS, in coordination with DOT, HHS, DOC, Treasury and USDA, should work with the private sector to identify strategies to minimize the economic consequences and potential shortages of essential goods (e.g. food, fuel, medical supplies) and services during a pandemic, within 12 months. Measure of performance: the private sector has strategies that can be incorporate into contingency plans to mitigate consequences of potential shortages of essential goods and services.		
<i>DOC Response</i>		
The Director of Business Liaison shall designate a lead representative to participate in the DHS interagency working group to communicate with the private sector regarding business contingency plans to mitigate consequences of potential shortages of essential goods and services.		
Additionally, the Director of Business Liaison will coordinate with the Economic Affairs representative (participating in the interagency economic assessment working group) regarding economic consequences and supply chain issues that involve the potential shortages of goods and services.		

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National Strategy Pillar: Surveillance and Detection	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.2.4.1
Implementation Action HHS, in coordination with DHS, DOT, DOS, DOC and DOJ should develop policy recommendations for aviation, land border, and maritime entry and exit protocols and/or screening and review the need for domestic response protocols or screening within 6 months. Measure of performance: policy recommendations for response protocols and/or screening.		
DOC Response The Under Secretary for International Trade Administration shall designate a lead representative to participate in the HHS interagency policy group and provide guidance as appropriate when developing policy recommendations.		

National Strategy Pillar: Surveillance and Detection	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.2.4.2
Implementation Action HHS, DHS, and DOT, in coordination with DOS, DOC, Treasury, and USDA, should develop policy guidelines for domestic travel restrictions during a pandemic based on the ability to delay the spread of disease and the resulting health benefits, associated economic impacts, international and domestic implications, and operational feasibility, within 8 months. Measure of performance: interagency travel curtailment policy guidelines developed that address both voluntary and mandatory travel restrictions.		
DOC Response The Under Secretary for International Trade Administration shall designate a lead representative to participate in the HHS/DHS/DOT interagency policy group and provide guidance as appropriate when developing policy recommendations.		

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<i>National Strategy Pillar:</i> Surveillance and Detection	<i>Implementation Plan Chapter:</i> Transportation and Borders (Chapter 5)	<i>Implementation Section:</i> 5.2.5.6
<i>Implementation Action</i> USDA, DHS, and DOI, in coordination with DOS, HHS, and DOC, should conduct outreach and expand education campaigns for the public, agricultural stakeholders, wildlife trade community, and cargo and animal importers/exporters on import and export regulations and influenza disease risks, within 12 months. Measure of performance: 100 percent of key stakeholders are aware of current import and export regulations and penalties for non-compliance.		
<i>DOC Response</i> The Director of Business Liaison, in conjunction with the Office of Public Affairs, shall designate a lead representative to participate in the USDA/DHS/DOI interagency working group to conduct outreach and expand education campaigns on import and export regulations and influenza disease risks. The Under Secretary for Bureau of Industry and Security shall designate a lead representative to facilitate expedited review of export licenses for needed control items.		

<i>National Strategy Pillar:</i> Surveillance and Detection	<i>Implementation Plan Chapter:</i> Transportation and Borders (Chapter 5)	<i>Implementation Plan Section:</i> 5.3.1.1
<i>Implementation Action</i> DOS and DHS, in coordination with DOT, DOC, HHS, Treasury, and USDA, should work with foreign counterparts to limit or restrict travel from affected regions to the United States, as appropriate, and notify host government(s) and the traveling public. Measure of performance: measures imposed within 24 hours of the decision to do so, after appropriate notifications made.		
<i>DOC Response</i> The Under Secretary for International Trade Administration shall designate a lead representative to participate in the DOS/DHS interagency policy group and provide guidance as appropriate when developing policy recommendations on travel restrictions.		

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<i>National Strategy Pillar:</i> Response and Containment	<i>Implementation Plan Chapter:</i> Transportation and Borders (Chapter 5)	<i>Implementation Plan Section:</i> 5.3.2.3
<i>Implementation Action</i> DHS, in coordination with USDA, DOS, DOC, DOI, and shippers, should rapidly implement and enforce cargo restrictions for export or import of potentially contaminated cargo, including embargo of live birds, and notify international partners/shippers. Measure of performance: measures implemented within 6 hours of decision to do so.		
<i>DOC Response</i> The Under Secretary for International Trade Administration shall designate a lead representative to participate in the DHS interagency policy group and provide guidance as appropriate when developing cargo enforcement policies on import and export restrictions.		

<i>National Strategy Pillar:</i> Response and Containment	<i>Implementation Plan Chapter:</i> Transportation and Borders (Chapter 5)	<i>Implementation Plan Section:</i> 5.3.4.4
<i>Implementation Action</i> DHS and DOT, in coordination with USDA, DOI, DOC and DOS should consult with the domestic and international travel industry (e.g., carriers, hospitality industry and travel agents) and freight transportation partners to discuss travel and border options under consideration and assess potential economic and international ramifications prior to implementation. Measure of performance: initial stakeholder contacts and solicitation for inputs conducted within 48 hours of an outbreak and re-established if additional countries are affected.		
<i>DOC Response</i> The Director of Business Liaison will participate in the interagency effort to communicate with the travel and hospitality industries to obtain their individual views on travel and border options and economic and international ramifications. The Director of Business Liaison will lead DOC's outreach efforts as directed by this interagency effort. The Director of Business Liaison will also communicate the interagency findings to the corresponding Economics and Statistics Administration point of contact participating on the interagency economic modeling working groups, in the case where industry specific economic modeling is requested.		

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National Strategy Pillar: Response and Containment	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.3.5.6
Implementation Action DOT and DHS, in coordination with NEC, Treasury, DOC, HHS, DOS, and the interagency modeling group, should assess the economic, safety, and security related effects of the pandemic on the transportation sector, including movement restrictions, closures, and quarantine, and develop strategies to support long-term recovery of the sector, within 6 months of the end of a pandemic. Measure of performance: economic and other assessments completed and strategies implemented to support long-term recovery of the sector.		
DOC Response The Under Secretary for Economic Affairs shall designate a lead representative to participate on the DHS/DOT interagency working group and shall coordinate with the Under Secretary for International Trade Administration regarding the assessment work under this program. The Under Secretary for International Trade Administration shall designate an alternative lead representative to this working group.		

National Strategy Pillar: Response and Containment	Implementation Plan Chapter: Transportation and Borders (Chapter 5)	Implementation Plan Section: 5.3.6.1
Implementation Action DOT and DHS, in coordination with HHS, DOS, and DOC, should conduct media and stakeholder outreach to restore public confidence in travel. Measure of performance: outreach delivered and traveling public resumes use of the transportation system at or near pre-pandemic levels.		
DOC Response The Director of Public Affairs shall designate a lead representative to participate in the DOT/DHS interagency working group to develop and conduct media and stakeholder outreach to restore the public's confidence in the safety of travel. As appropriate, the Director of the Office of Public Affairs shall request assistance from the Director of Business Liaison and the Director of Policy and Strategic Planning to engage in private sector outreach to obtain individual views on travel.		

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National Strategy Pillar: Preparedness and Communication	Implementation Plan Chapter: Protecting Human Health (Chapter 6)	Implementation Plan Section: 6.1.4.2
Implementation Action		
<p>DOT, in cooperation with HHS, DHS and DOC, shall develop model protocols for 9-1-1 Centers and Public Safety Answering Points that address the provision of information to the public, facilitate caller screening, and assist with priority dispatch of limited emergency medical services, within 12 months. Measure of performance: model protocols developed and disseminated to 9-1-1 Centers and Public Safety Answering Points.</p>		
DOC Response		
<p>The Assistant Secretary of National Telecommunications and Information shall designate a lead representative to participate in the DOT interagency working group to develop model protocols for 9-1-1 Centers and Public Safety Answering Points. (Additionally, as prescribed in the National Response Plan, should Emergency Support Function 2 – Communications – be activated, National Telecommunications and Information will be readily available to resolve Government frequency interference problems, frequency assignment requests, and maintain and publish the Emergency Readiness Plan for use of the Radio Spectrum.)</p>		
<p>The Under Secretary of National Oceanic and Atmospheric Administration shall designate an additional representative to participate in the DOT interagency working group to develop model protocols for 9-1-1 Centers and Public Safety Answering Points - as it relates to dissemination of public safety information. (Additionally, as prescribed in the National Response Plan, should Emergency Support Function 2 – Communications – be activated, the National Oceanic and Atmospheric Administration shall leverage its "all hazards" network to disseminate appropriate public safety information as needed.)</p>		

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<i>National Strategy Pillar:</i> Preparedness and Communication	<i>Implementation Plan Chapter:</i> Protecting Human Health (Chapter 6)	<i>Implementation Plan Section:</i> 6.1.10.2
<i>Implementation Action</i>		
HHS, in coordination with DHS, DOD, VA, DOC, DOJ, and Treasury, should assess whether use of the Defense Production Act or other authorities would provide sustained advantages in procuring medical countermeasures, within 6 months. Measure of performance: analytical report completed on the advantages/disadvantages of invoking the Defense Production Act to facilitate medical countermeasure production and procurement.		
<i>DOC Response</i>		
The General Counsel will coordinate with the HHS interagency working group to assess whether the Defense Production Act or other authorities would provide sustained advantages in producing and procuring medical countermeasures, as well as in the drafting of a report explaining the results of this assessment.		
Additionally, the Under Secretary of Industry and Security shall coordinate as needed with HHS and CDC to facilitate expedited export of items or technology needed for vaccine production.		

<i>National Strategy Pillar:</i> Preparedness and Communication	<i>Implementation Plan Chapter:</i> Protecting Human Health (Chapter 6)	<i>Implementation Plan Section:</i> 6.1.13.10
<i>Implementation Action</i>		
DOJ, in coordination with HHS, DHS, DOS and DOC, should lead the development of a joint strategic plan to ensure international shipments of counterfeit vaccine and antiviral medications are detected at our borders and that domestic counterfeit drug production and distribution is thwarted through aggressive enforcement efforts. Measure of performance: joint strategic plan developed; international and domestic counterfeit drug shipments prevented or interdicted.		
<i>DOC Response</i>		
The Under Secretary for Intellectual Property shall designate a lead representative to participate in the interagency group (with HHS, DHS, DOJ, and DOS) to develop a joint strategic plan to detect and confiscate counterfeit vaccine and antiviral medications.		
The Coordinator for International Intellectual Property Enforcement shall designate an additional representative to this interagency group.		

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<i>National Strategy Pillar:</i> Response and Containment	<i>Implementation Plan Chapter:</i> Protecting Human Health (Chapter 6)	<i>Implementation Plan Section:</i> 6.3.2.1
<i>Implementation Action</i> HHS, in coordination with DHS, DOT, Education, DOC, DOD, and Treasury, should provide State, local, and tribal entities with guidance on the combination, timing, evaluation, and sequencing of community containment strategies (including travel restrictions, school closings, snow days, self-shielding, and quarantine during a pandemic) based on currently available data, within 6 months, and update this guidance as additional data becomes available. Measure of performance: guidance provided on community influenza containment measures.		
<i>DOC Response</i> The Director of Public Affairs shall coordinate with HHS to provide consistent guidance to State, local and tribal entities as it pertains to community containment strategies.		

<i>National Strategy Pillar:</i> Response and Containment	<i>Implementation Plan Chapter:</i> Protecting Human Health (Chapter 6)	<i>Implementation Plan Section:</i> 6.3.2.7
<i>Implementation Action</i> <u>HHS, in coordination with DHS, DOC, DOL, and Sector-Specific Agencies, and in collaboration with medical professional and specialty societies, should develop and disseminate infection control guidance for the Private Sector, within 12 months. Measure of performance: validated, focus group-tested guidance developed, and published on www.pandemicflu.gov and in other forums.</u>		
<i>DOC Response</i> The Director of Business Liaison shall designate a lead representative to participate in the HHS interagency working group in collaboration with medical professionals and specialty societies to obtain their individual views on preventing the spread of an outbreak in developing and disseminating infection control guidance to the private sector. The Director of Business Liaison shall collaborate with the Director of Public Affairs to disseminate developed information out to the private sector.		

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IV. COMMUNICATING WITH STAKEHOLDERS

As established in the Implementation Plan, DOC is responsible for communicating with its stakeholders - both external and internal to the department. The following details the actions DOC will take to communicate with both external and internal stakeholders of DOC.

Communicating with External Stakeholders

In the event of a pandemic, the responsibilities for communicating with industry would be divided among numerous relevant agencies. For instance, DHS is charged with maintaining communication and addressing the needs of critical infrastructure (i.e., utilities, telecommunications, financial institutions, etc.). DOE, Treasury, FCC, and others are responsible for communicating with the sectors relevant to their specific missions. Given its core focus on serving as the *voice of business in government*, DOC will play a key role in communicating with businesses in terms of both preparedness and response and mitigation in the event of a pandemic in areas which DOC has lead responsibility or should be otherwise involved. The steps for DOC to take both in preparation for and in response to a potential Influenza Pandemic are outlined below, covering the three areas of: Fostering Business Preparedness; Managing Response; and Mitigating Effects. The Office of Business Liaison (OBL) will lead the overall DOC effort to communicate with the private sector and seek assistance from DOC bureaus as appropriate.

A. Fostering Business Preparedness

- (1) OBL will continue to work in partnership with HHS, CDC and DHS in promoting (but not evaluating) preparedness among businesses:
 - (a) Assist in the development and maintenance of a single, co-branded website for business outreach (vehicle identified: www.pandemicflu.gov)
 - Implement "push" strategy for communicating to businesses, whereby businesses would sign up for and receive pandemic flu related emails. Email system launch goal is April 30, 2006.
 - Create a "subscription drive" to encourage businesses to sign up for email alerts; goal of 1 million companies to be signed up for email distribution by December 2006.
 - Coordinate "subscription drive" with HHS, CDC, and DHS and others.
 - Work with HHS, CDC and DHS and others in developing content for web-site.
 - Develop coordination plan both prior to and during a pandemic as to nature of and responsibility for content.
 - Assist in marketing and roll-out of web-site "push" feature.
 - (b) Participate in HHS' state summits.

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(c) Encourage business leaders to develop and maintain contingency plans for pandemic and other catastrophic episodes through speaking engagements and meetings with industry leadership.

(d) Establish a goal to have 50% of Fortune 500 companies develop preparedness plans in place by the end of 2006.

(e) Partner with DHS to produce table top exercises geared towards the business community.

(f) Develop messaging for small businesses to encourage preparedness.

- Encourage large companies to reach out to their smaller suppliers in order to support them prepare response plans.
- Continue partnership with business and trade associations to create "off the shelf" templates for pandemic preparedness that small and mid-sized businesses can adapt to their individuals businesses. These "off the shelf" templates will be generated in partnership with HHS, CDC, DHS and other relevant agencies and distributed in a most-inclusive manner both directly to businesses nation-wide and through business and trade associations.
- Include education and awareness efforts intended to encourage businesses to acquire alternate, robust communications capabilities not reliant on wireline, wireless or the Internet. OBL will work with NTIA regarding this communications initiative.

(g) Collaborate with HHS, CDC and DHS in development of additional checklists, tool-kits, and resource guides.

(3) OBL will work with DHS's Private Sector Office in ensuring that critical infrastructure is prepared for the possibility of a pandemic. This work will be conducted through DHS' working groups with support from OBL and appropriate DOC bureaus. DOC will be available to assist in monitoring the state of critical industries in the event of a pandemic, as well as tracking an ongoing government response to pandemic.

(4) OBL will promote industry best practices for preparedness.

(a) Research and disseminate best practices from within industry and highlight successes in terms of preparedness.

(b) Establish an award for best practices in the area of corporate preparedness.

(c) Partner with DHS to conduct business preparedness surveys.

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(5) OBL maintains a list of key business leaders (including contact information for CEOs and business and trade associations) for use in the event of a pandemic. This list will be further refined and ready for remote accessibility by April 30, 2006. This list will target 100% of the Fortune 500 leadership, including CEO and alternate contacts. This list will be available for deployment during any stage of a pandemic for individual consultations with industry leadership.

(6) OBL, in conjunction with DHS and HHS, will be prepared to establish a working group representative of key private sector functions that can provide their individual input as to preparedness and industry demands in the event of a pandemic. This group would be activated for the purpose of collecting ongoing information from the business community in the event of a pandemic and would be activated by the Secretaries of DHS and DOC after a pandemic had reached a pre-determined threshold level (i.e., human-to-human contagion). As part of this process, the Office of General Counsel at DOC, DHS and other relevant agencies will examine potential Federal Advisory Committee Act (FACA) issues relating to the establishment of such a group, including the ability to comply with FACA requirements during time of serious national crisis.

B. Managing Response

(1) OBL will provide information to business community on CDC, HHS and DHS recommended measures.

(a) Conduct direct calls to key business leaders (list maintained in OBL) and host conference calls in conjunction with leading business and trade associations (i.e., Business Roundtable, U.S. Chamber of Commerce, National Association of Manufacturers, National Federation of Independent Business, etc.).

(b) Utilize www.pandemicflu.gov "push" strategy to email latest counsel from CDC on minimizing spread of disease.

(c) Provide assurances to employers that the government is taking all available measures to limit the impact of pandemic. This strategy will take place in tandem with larger media strategy. Messaging would be developed for Departmental use on the basis of information received both from government sources as well as the specific needs identified by business. OBL will work closely with OPA to coordinate a consistent message.

(d) Request businesses share material provided by the federal government with employees.

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(f) Leverage all DOC resources with outreach functions, including U.S. and Foreign Commercial Service offices nationally and internationally to disseminate information.

(2) OBL will lead the DOC effort to assess impact on businesses upon first domestic reports of human-to-human transmission of the influenza virus.

(a) Initiate direct phone calls to business leaders and through leading business and trade associations, gauge:

- Impact on companies with supply chains extending internationally.
- Impact on transportation; particularly internationally.
- Effect on U.S. workforce including any early signs of worker absenteeism.
- Effect on consumer behavior.
- Degree to which companies are implementing emergency preparedness plans.
- Level of communication through companies with employees in order to manage fear.
- Issues confronting companies with onset of pandemic.
- Prospect for continuity of operations across sectors and economy at large.

(3) OBL will provide the DOC and interagency leaderships with recommendations for federal actions based upon information collected from direct calls with individuals from the business community. OBL will assess:

(a) Assess whether critical functions are being maintained (does industry have adequate electricity, fuel, transportation, etc.).

(b) Determine whether companies and workers are receiving adequate communication from government as to steps to take in maintaining continuity of operations while mitigating spread of disease.

(c) Determine specific needs companies are facing that are not currently being met.

C. Mitigating Effects

OBL will continue to work in concert with DHS, HHS, and other agencies to:

(1) Monitor the impact of pandemic on individual businesses, sectors, and the economy at large through communication with business and association leaders. Monitoring will be conducted through communication through business advisory group and individual phone calls to business and association leadership.

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(2) Communicate with business as to the ongoing steps necessary to maintain continuity of operations and to mitigate spread of disease. This communication will be conducted through all of the means identified above, including through electronic mail transmissions, phone calls to key business leaders, and through leading business and trade associations.

(3) Highlight successes and ongoing challenges in managing through the pandemic. Information for the purpose of this tracking would come through examples gathered during the course of government's dealings through pandemic episode.

(4) Collect and channel information regarding steps that would be most beneficial to business following pandemic. Dissemination of information would take place through all of the means identified including through electronic mail, phone calls to key business leaders, and through leading business and trade associations.

Communicating with Internal Stakeholders

In the event of a pandemic, DOC has a responsibility to protect its employees to the best of its ability. While Chapter 1 articulated the steps DOC and its bureaus will take to protect its employees, the following indicates how DOC will communicate with its employees.

The OHRM will coordinate with the Office of Public Affairs to ensure employees located in Department facilities are provided necessary human resources information through the use of the:

- (1) Mass media, i.e., televisions, radio and newspapers.
 - (a) Customized versions of templates provided in planning documents and from lead pandemic agencies.
 - (b) Commerce-specific documents for OPM website.
- (2) Phone trees.
- (3) Implement an established (888) 362-6544 or (888) DOC-OK44.
- (4) OHRM website located at <http://www.ohrm.os.doc.gov/>.
- (5) The OHRM will communicate the following to the Department stakeholders.
 - (a) Current and prompt dissemination of pandemic information.
 - (b) Office closures.
 - (c) Duty status for non-essential personnel.
 - (d) Contact information assistance from other agencies, e.g., Office of Personnel Management for health care provider assistance and National Finance Center for payroll assistance.
 - (e) Salary payment information.
 - (f) Human Resources flexibilities including:
 - Exceeding the Premium Pay Cap for Performing Emergency Overtime
 - Implementing the Emergency Leave Transfer Program
 - Using Emergency Critical Hiring appointments and Direct Hire Authority

- Contracting with private sector temporary employment firms for services to meet emergency staffing needs
- Making competitive service appointments for 120 days or less without clearing CTAP or ICTAP
- Hiring former employees for temporary, term, or permanent competitive service appointments
- Obtaining OPM approval for temporary emergency needs appointments (up to 1 year); SES limited emergency appointments; reemployed annuitants; and rehiring retirees or others who left the Federal service with buyouts
- EAP services available to assist employees and family members.

(h) OHRM / OOSH will:

- Sponsor a hand washing campaign beginning in May of 2006. Information and guidance will be sent to bureaus and operating agencies so they may conduct their own hand washing campaigns to prevent the spread of illnesses that might weaken the employee's immune system placing them at risk in the event of a pandemic.
- Continue to sponsor annual influenza vaccinations at both the HCHB Health Unit and the Bureau of Economic Analysis Health Units to prevent the spread of seasonal flu that might weaken the employee's immune system placing them at risk in the event of a pandemic.
- Sponsor four healthy living activities a year for the employees of the HCHB and Bureau of Economic Analysis building to improve employee health and better prepare them for a pandemic. Topics for 2006 include blood pressure and weight monitoring; the affects of aging, women's heart attack risks, and Diabetes.

OSY also maintains a DOC Status Line (202) 482-7400 or (877) 860-2329 that will be updated with necessary information as applicable. OSY additionally may utilize the Employee Notification System for alerting key members of the Department.